



RAVALLI COUNTY

**PUBLIC INVOLVEMENT PLAN – Countywide
Zoning**

2007 - 2008

Acknowledgements

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Public Involvement Plan

Project: Countywide Zoning Project – Phase I

The Countywide Zoning Work Plan Overview establishes the need to create a more detailed Public Involvement Plan (PIP) tailored to the countywide zoning process. The PIP will achieve the following objectives:

1. Demonstrate overall public involvement concepts, practices, and principles.
2. Provide an overall framework for public involvement in the countywide zoning project, particularly for Phase I
3. Identify tools for disseminating and collecting information
4. Identify planning areas within Ravalli County (based on school district boundaries) that will need to be integrally involved in the planning process
5. Provide a detailed outline of the public involvement opportunities throughout the process

Clarification of Roles

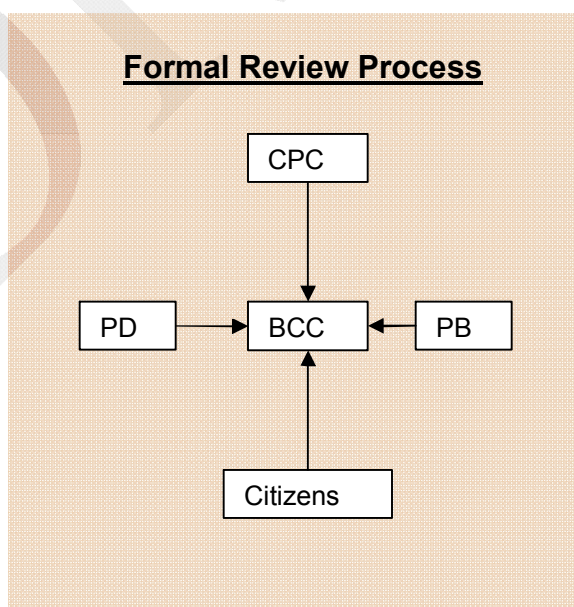
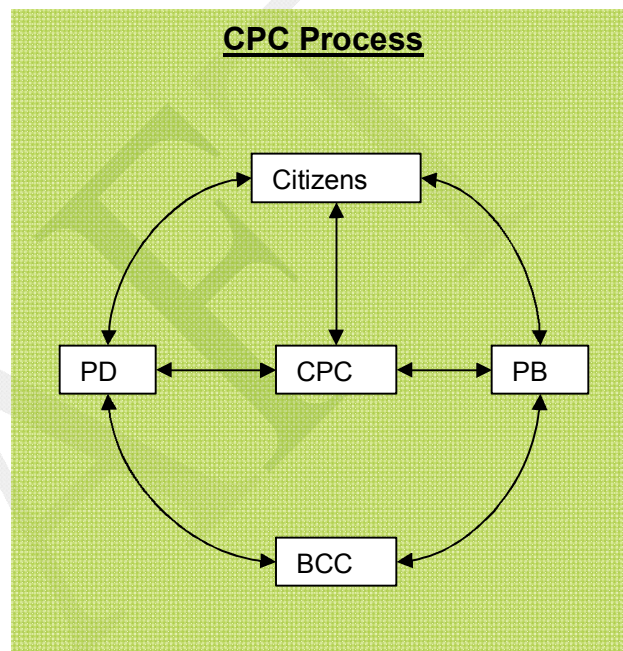
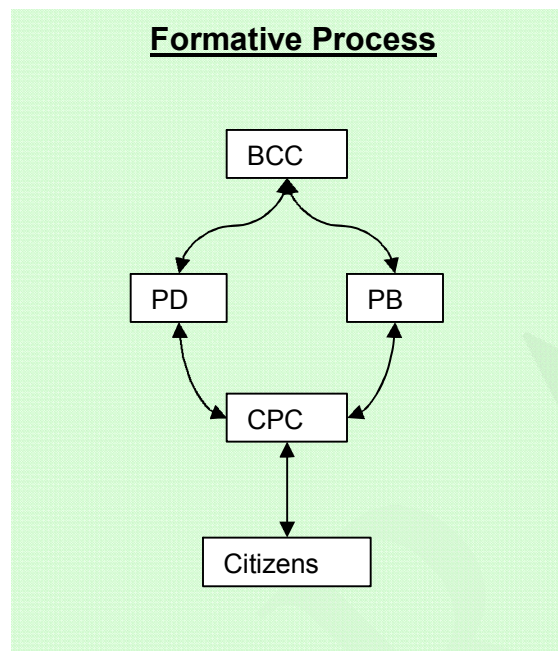
This document makes reference to a number of different boards and entities. The chart below attempts to clarify the roles of each of these entities. The “Name” column lists the title of a board/agency/entity or otherwise as listed in this document. The “Acronym” column shows the short form notation of each Name. The “Appointment” column describes how each item in the Name column is appointed or hired. The “Term” column describes the amount of time each of the bodies in the Name column act as representatives. The “Role” column describes the role or function each body plays in the countywide zoning process.

| Name | Acronym | Appointment | Term | Role |
|-------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Board of County Commissioners | BCC | Elected by the citizens of Ravalli County | 4 years | Directs PD and PB in planning priorities. Makes final decision on planning policy and zoning implementation. |
| Planning Board | PB | Appointed by the BCC | 2 years* | Volunteer advisory Board that assists the BCC and PD with planning projects. Is primarily responsible for development of the Growth Policy. Also advises on development of zoning and review of subdivision proposals. |
| Planning Department | PD | Planning director hired by the BCC. Planning staff hired by the director. Department functions under the direction of the BCC. | Indefinite | Provides technical assistance to BCC, PB, and CPC. Gathers and assesses CPC information, data, Is also responsible for subdivision review, voluntary zoning districts, growth policy development and review, long range planning and county zoning activities. |
| Community Planning Committee | CPC | Core and satellite members will be self-selected. | For Phase 1 project | See Page 16 |
| Community Leader | CL | Identified by PB members, Planning Committee members, etc. | Indefinite | See Page 15 |

* The term limits for PB members have been determined by the Board of County Commissioners.

Information Processing

The County Commissioners need the best information available in order to deliver the wisest decisions. For that reason alone, a flow chart is needed to describe how information will travel to Ravalli County's governing body, during the various stages of the countywide zoning project. The "Formative Process" describes the initial stages of the project, roughly the first three to five months. The "CPC Process" depicts the stage at which CPC's will perform the majority of the task managing and project development. Finally, the "Formal Review Process" depicts the method in which the Commissioners will receive information to consider for the formal adoption of zoning regulations and map.



Section 1. Public Involvement Overview

1.1 What is Public Involvement?

Public Involvement:

- Ensures that all possible perspectives are considered in planning and zoning decision making;
- Requires that citizens, groups, and organizations are informed about planning decisions and actions that may affect their lives.
- Builds long-term capacity and legitimacy of local government/citizen interaction
- Inspires citizens, groups, and organizations to take an active role in caring for and enriching their community.
- Involves all parties in learning, discussing, deliberating, and participating in the decision making process.
- Lays the groundwork for future planning and zoning activities

Public involvement processes intentionally engage citizens, community groups, and organizations in the decision making processes of Ravalli County, at both County Commissioner and Planning Department levels

1.2 Overall Policy on Public Involvement

1.2.1 Expectations

The Planning Department expects public involvement processes within Ravalli County to:

- Provide democratic opportunities for citizens to participate in community decision making processes
- Build common ground, where possible, upon which decisions can be made, particularly where there is controversy and conflict.
- Improve the quality of decision making
- Build a better understanding of the diverse needs, interests, and values of all parties
- Build a better understanding of the complexities of issues:
 - To build acceptance of what needs to be considered during decision making
- Provide multiple points of view to be considered in decision making

The Planning Department does not expect the public involvement process in Ravalli County to:

- Provide solutions for or resolve all conflicting interests, perspectives and values in the County
- Equally satisfy every member of the community
- Limit the fundamental role of the Board of County Commissioners as the final decision maker

1.2.3 Board of County Commissioner, Planning Board and Planning Department Responsibilities with Respect to the Public Involvement Plan

The Board of County Commissioners will:

- Make final decisions regarding the public involvement plan for the Countywide zoning project
- Provide necessary resources to support a high quality public involvement plan
- Have representatives participate in general public forums and public meetings completed throughout the County
- Have representatives connected to their local Community Planning Committee processes

The Planning Board will:

- Guide the countywide zoning work plan
- Provide a member to Community Planning Committees – attend all meetings.
- Monitor progress of Community Planning Committees
- Help explain zoning resolution language and planning process.
- Facilitate some Community Planning Committee meetings

The Planning Department will:

- Provide guidance and training to Community Planning Committees, the Planning Board, and interested members of the public about planning process – keep process on track.
- Help develop local facilitator capacity
- Ensure that the Planning Board and Board of County Commissioners take into account the full range of opinions expressed through public involvement processes
- Communicate with and update decision makers on planning and zoning objectives.
- Provide maps and technical information when available
- Evaluate public involvement processes as they evolve
- Maintain and update website
- Gather and collate pertinent data and information
- Distribute information regarding upcoming meetings, current objectives, outstanding tasks.
- Maintain official records of planning and zoning activities
- Monitor progress of planning and zoning activities

1.2.4 Citizen Responsibilities

For any public involvement process to be most effective, citizens and groups need to:

- Take proactive action to be informed and aware of planning and zoning issues
- Participate in available opportunities
- Seek informal methods to interact with friends, neighbors, and colleagues to discuss issues
- Strive to understand and respect the diverse needs, interests, and values of all the citizens of the County
- Seek mutually positive understandings and solutions, for the greater benefit of the County, present and future

1.2.5 General Sideboards and Constraints

The unique nature of the evolution of zoning in Ravalli County lends itself to an equally unique set of circumstances. For one, public processes in the planning profession are typically considered long before the implementation of the plan. In Ravalli County, the planning and implementation of the process are occurring simultaneously. The timeline upon which the County is operating under is limited – perhaps only two years. And the finite nature of the County's budget makes the scrutiny of financial resources of utmost importance.

For these reasons, it is important to understand that constraints exist.

The public involvement component of the Countywide zoning process shall adhere to the following constraints:

- The Board of County Commissioners have final decision making authority
- The Planning Board will make a formal recommendation on any zoning proposal to the BCC
- To meet the time frame of the interim zoning, decisions need to be made within a tight timeframe – specifically for Phase 1
- The countywide zoning workplan and timeline (Appendix A) forms the sideboards of the zoning process – especially during Phase 1. (This work plan is somewhat flexible and may be revised from time to time to reflect current conditions and resources available to the project.)
- The costs of public involvement, data gathering/analysis, and incidentals need to fit realistic budgetary limits
- Citizens and groups have financial and time constraints of their own

1.2.6 Principles of Public Involvement

No true public involvement process would be legitimate and successful if the parties involved do not adhere to the guiding principles. In reviewing previous County involvement processes and in reviewing best available methods, the following principles are adopted:

- Integrity – Leaders, both at the local government level and the citizen level, must demonstrate integrity. This includes a commitment to the *process* and not in any particular outcome. Additionally, integrity is shown by remaining fair and objective, even when things do not go the way we want them to.
- Flexibility – To a certain extent, the overall involvement process should be open to change. However, some cases may not receive as much flexibility as others.
- Clarity – The process shall be explained fully and carefully. Each participant must understand and respect the agreed upon process.
- Efficiency – Working under a deadline necessitates the efficient use of time and resources. Efficiency, however, does not mean haste. Each and every available resource must be contemplated and used to its fullest potential.
- Deliberateness – The saying “sometimes to go fast, you need to go slow” is at the heart of a deliberate process. Recognizing the time frame under which the County is operating does not mean the process should be rushed. A deliberate process establishes a pace and a rhythm that will ultimately result in a more efficient process and a higher quality product.
- Transparency – Every decision, deliberation, and document is public information and may be found by contacting the Planning Department or attending a meeting.
- Fairness – People involved should represent a full range of interests. Each Community Planning Committee, the Planning Department, the Planning Board, and the Board of County Commissioners should give equal weight to each of the myriad interests represented in the County.

Section 2. Zoning Workplan Overview

In January of 2007, the BCC adopted the countywide zoning workplan and timeline (Appendix A). The following is an outline of the zoning workplan:

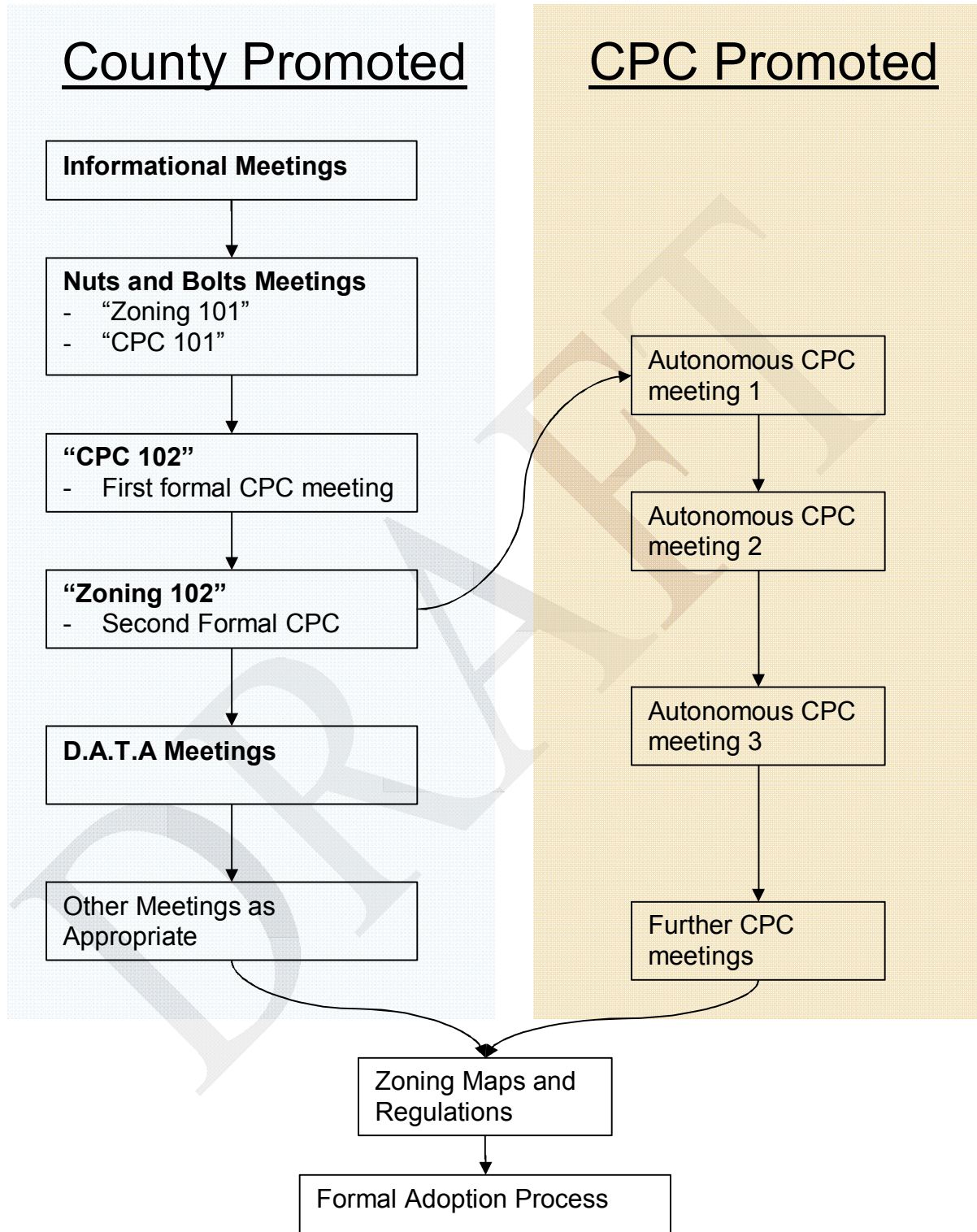
1. Develop the public involvement plan
 - a. Planning Department staff will meet with interested members of the Planning Board and public to generate ideas for including broad-based segments of the populace, develop the Public Involvement Plan, and develop initial contacts in each planning area
 - b. The Planning Department, Planning Board, and Board of County Commissioners will identify key contacts in each Planning Area. The Public Policy Research

- Institute (PPRI), with assistance from the PD, PB, and BCC, will make initial contact with community leaders in each planning area
- c. Planning Department will work with PPRI to refine the public involvement plan
 - d. Planning Department will conduct initial meetings to help generate and sort through ideas for public involvement “best practices” in Ravalli County
 - e. Planning Department will “Shop” a draft plan to practicing planners across the state, local facilitators and other local leaders for their input
2. PD, PB, and BCC will host “Informational Meetings” [see section 5.1.1] – several meetings to be held in different communities, which will be supplemented by a series of presentations throughout the valley given at various community organization meetings/events (e.g. service organizations, fraternal organizations, industry associations, non-profit organizations, Chambers of Commerce, Parent-Teacher Association meetings, Main Street Associations, civic clubs, political parties, church groups, etc.) The latter service shall be provided upon the request of individual organizations.
- Provide general countywide zoning project information and solicit feedback
- Inform interested members of the public about the project and how it is proposed to achieve goals and objectives of the Ravalli County Growth Policy as well as address the interim zoning
 - Discuss proposed public involvement plan for the project
 - Ask for feedback regarding the scope and approach of the countywide zoning project
 - Identify people who want to be involved and how they want to be involved
 - Discuss potential regulatory framework
 - Discuss proposed land capability and suitability analysis
3. PD, PB, and BCC will host “Nuts and Bolts Meetings” in each of the seven defined school districts in the County. These meetings will focus on proposed zoning regulation framework and establishment of Community Planning Committees. The Nuts and Bolts meetings shall address two main topics:
- a. Zoning 101
 - i. Overview about different ways to use zoning and the proposal for the Phase 1/Phase 2 approach for Ravalli County
 - ii. Provide overview of basic components of zoning
 - iii. Describe relationship between zoning and other local land use policies
 - b. Community Planning Committees (CPC)
 - i. Overview of CPC functions, roles, sideboards, and member criteria
 - ii. With assistance from the Planning Department, attendees will set the date of the first formal CPC meeting.
4. Planning Department will host first formal CPC meeting in each of the County’s seven Planning Areas
- a. PD, with assistance from PPRI, will lay ground rules for CPC’s
5. Planning Department will host “Zoning 102” meetings in each of the County’s seven Planning Areas. This round of meetings can be considered the second formal CPC meeting

- a. Provide overview of proposed regulatory framework (review the proposed districts)
 - b. Discuss and collect feedback on the proposed set of districts and other provisions
 - c. Feedback will be used to revise proposed regulations as critical issues are identified across all or most planning areas and decide whether additional methods of soliciting public input are necessary
6. CPC's should begin to work autonomously and at their own discretion. Planning Staff and Planning Board members will provide assistance if possible. The goal at this point is to have CPC's develop their own work plan and begin getting into the nitty gritty of zoning their area.
7. Work sessions about land capability and suitability analysis
 - a. Planning staff presents data and their analysis of the data showing areas of the county that are relatively more or less suitable for different kinds/levels of development
 - b. Discussion topic: Is the analysis generally accurate in identifying areas suitable and not so suitable for development
 - c. Information used to modify the land capability and suitability analysis and decide whether additional methods of soliciting public input is necessary
8. Create the zoning map
 - a. Work sessions with small groups to test methods for applying the proposed zoning districts to the land capability analysis. Decide whether an initial draft zoning map will be developed by a smaller group such as staff and/or Planning Board members, based on information collected during Community Planning Committee sessions and public meetings that will be used as the starting point in each community for public involvement for developing the final zoning map, or if the initial conceptual drafts will be developed by CPC's and then refined by the Committees during local public review and through technical assistance from Planning Board and staff, or some other strategy is employed.
 - b. Hold meetings/work sessions to develop a zoning map in one area of the County (pilot project)
 - c. Evaluate the process/outcome and amend the process, as necessary
 - d. Continue to review and refine the zoning map for the first community
 - e. Develop zoning maps for the remaining planning areas in the County
 - f. Continue to review and refine the zoning maps for all planning areas, as necessary
9. Formal legal adoption process*
 - a. Preparation of public release draft regulations, zoning map, etc.
 - b. Advertisement and release of draft
 - c. Collect written comments
 - d. Planning Board public hearing, deliberations, recommendation
 - e. BCC public hearing, deliberations, adoption of resolution of intent

*At any time the Planning Board or Commissioners may ask to slow the formal process to allow for additional steps such as collecting additional comments, staff preparation of amendments, time for additional consideration by the board(s), etc.

2.1 Meeting Flowchart (See section 5.1 for more details)



Section 3. Key Tools for Disseminating and Collecting Information

3.1 Identify and work with Community Leaders

To identify key Community leaders, a public meeting will be held in each of the identified planning areas (See Section 4 “Planning Areas”). The Planning Department will seek individuals with a strong commitment to the planning process and who will remain dependable and reliable throughout the countywide zoning process.

Community leaders may be members of a local board or committee, such as a school board, local grassroots group, or civic club. Community leaders may also be citizens who are generally interested in this project for whatever reason and who are also well connected to their community and interested in relaying information about the project.

Some community leaders may serve as representatives of their community on smaller committees. Community leaders would ideally be distributed throughout their planning area to the greatest extent feasible to avoid a geographical monopoly of the process. They should have some level of experience in facilitating group discussion, communicating potentially complex information, identifying necessary project related resources, and/or building consensus through public participation.

Identification Process

The Planning Department will work with Planning Board members, volunteers involved in the early formulation of the public involvement plan, and the Board of County Commissioners to identify key community leaders. However, this is only an initial identification process. Community leaders may be identified later through more formal processes, such as Community Planning Committee discussions about who needs to be “at the table,” or they may emerge during the project.

Initial Input from Community Leaders.

Ravalli County has an agreement with the Public Policy Research Institute (PPRI) at the University of Montana for assistance in refining a list of potential key community leaders that involves refining lists of key individuals provided by the Planning Staff, Planning Board, Board of County Commissioners and other volunteers working on the public involvement plan. The initial input from these individuals will be utilized to help provide an early evaluation of the countywide zoning work plan, the public involvement plan and ideas related to the formation and function of Planning Committees. These individuals will be interviewed and their comments compiled and utilized in refinements to the work plan, public involvement plan and Community Planning Committee ideas. The interview format and questions are as follows:

Interview Questions:

Ravalli County Zoning Workplan Public Involvement Plan

You are being contacted as part of an assessment of the interests and concerns of those interested in and/or affected by the county’s zoning proposal, and to solicit input and advice on how to involve the public throughout the planning process.

1. What are your interests and/or concerns with respect to growth in Ravalli County generally and with respect to zoning more specifically?

2. How familiar are you with the interim zoning regulations that voters approved last fall? With the county's proposal for developing new zoning regulations?
3. What information related to the zoning process is currently available to you? Is it credible? What additional information would you like?
4. When related to planning and zoning issues, what are the characteristics of a good public process from your perspective?
5. Do you have suggestions on specific strategies for public participation? (i.e. how best to disseminate information to you, people you know, the public at large; how best to engage interested and affected members of the public in the work of developing zoning for your area in particular and the county in general.)
6. How would you personally like to be involved in the zoning process?
7. Within the context of a countywide zoning proposal, what are the most important issues that need to be addressed from your perspective?
8. How should these issues be addressed? In other words, how would you frame one or more options or approaches to dealing with the issues you identified?
9. What concerns, if any, might others have about the options you suggest? And, do you have any suggestions on how to address these concerns in a way that satisfies as many different interests as possible?
10. Given the diversity of interests that need to be accommodated in a zoning proposal for the county, what are the characteristics of a successful outcome?
- 11.
12. Is there anyone else you think we should be interviewing and why?
13. Do you have any questions for me? _____
14. Do we have your correct contact information? Preferred method of contact (phone/email/mail)? _____

Overall Role of Community Leaders

Community leaders will provide insight into specific methods of giving and receiving information throughout the process. They may take active roles in the planning process at the local and/or countywide level and they will often serve as a conduit to distribute information to others they know.

3.2 Identify and Establish Community Planning Committees

Planning committees will be established in each planning area. Each Community Planning Committee will be composed only of people who live within their respective planning area and can represent various interests.

These committees will help develop and review ideas, documents and maps when smaller groups are needed to work intensively on portions of the countywide zoning project. They will also help to disseminate information about the project and identify ways people can be involved as the project progresses.

3.2.1 Purpose of Community Planning Committee

- Provide direct communication with Planning Department
- Provide direct communication with Planning Board
- Facilitate planning activities in their planning area

3.2.2 Function/Role of Community Planning Committee

The Community Planning Committee serves as a direct liaison between interested citizens in the planning area and the County Planning Department/Planning Board. The CPC has the following primary responsibilities:

- Listen to and report on the community's views, interests, and values
- Gather necessary facts, information, and opinions
- Offer long-term vision for how their planning area should develop
- Help facilitate meetings
- Create and advise on preferred public outreach methods for their planning area
- Disseminate information to their community
- Respond to issues referred by planning staff, Planning Board, and Board of County Commissioners
- Share information and work closely with other Planning Committees on mutual issues and/or geographical areas
- Report committee findings to the Planning Department and Planning Board

3.2.3 Sideboards/parameters

Because of the limited duration the County has in which to consider countywide zoning, it is important to note certain limitations present in the function of Community Planning Committees. First and foremost, the County is working under a finite time limit. The zoning workplan and timeline (Appendix A) should be adhered to as stringently as possible. In addition to the sideboards outlined in section 1.2.5, other constraints specific to the role of the CPCs include:

- Time limitations
- Adherence to zoning workplan – especially Phase 1
- Scope of work may be limited for different components of the project and those sideboards will need to be identified for the Planning Committees as each item is

referred to them. Different project components to be referred to the Planning Committees include the following:

- Provide feedback on public involvement plan
 - Provide feedback on regulatory framework
 - Inform and provide feedback on land capability and suitability analysis
 - Help develop countywide zoning map
- Level of involvement and commitment of members

3.2.4 Expectations of Community Planning Committees

Recognizing constraints within this process requires that expectations for the various parties be clearly established. The Planning Department expects Community Planning Committees to:

- Work within the overall framework of the Public Involvement Plan
- Inform themselves and others about planning processes and terminology, including long range planning, zoning and subdivision review
- Respond to the issues referred by Planning Staff, the Planning Board and the Board of County Commissioners
- Submit well-considered and timely responses to the Planning Department
- Work within the scope and parameters of the countywide zoning workplan and timeline
- Work within the sideboards established for each project component
- Carry out work in an effective and efficient manner
- Recognize budgetary limitations

3.2.5 Organization of Community Planning Committee

- “Core/Satellite” → A small group of individuals (the ‘core’ group) serves as the direct representatives of their community. The core group is responsible for compiling meeting notes, delivering information to the PD, establishing meeting times, facilitating meetings, developing their local committee work plan, etc. The Core Committee will be recognized by the Planning Board, Planning Department and Board of County Commissioners as the formal committee. Only members of the core group are authorized to submit materials to the PD. Satellite members are any other interested and involved members of the community. Both the Core and Satellite members are necessary to form the complete planning committee.
- Core Committees should consist of 5 – 7 people, preferably an odd number.
- Satellite Committee membership is open to any member of the public, and should not be limited in the number of participants.

3.2.6 Selection of Core Community Planning Committee Members

There exists potential for a divisive public process via Community Planning Committees. Certain interest groups may attempt to overwhelm discussion simply by committing many individuals with similar interests to attendance. The Planning Department recognizes the need to form Community Planning Committees whose members represent a broad range of interests, and that there must be some method to select these individuals to ensure that the CPCs are open,

transparent, and represent the broad range of interests throughout the community. For any of the options presented below, there needs to be a set of selection criteria for the Core Committee.

Potential methods of selection:

1. BCC appointment → Every person interested in serving on the planning committee submits their name to the planning department. The Planning department compiles each name from each area, along with any supporting materials, to the BCC. The BCC semi-formally appoints individual members. Alternatively, the BCC could make appointments based on recommendations from initial participants in Community Planning Committees and/or the Planning Board.
 - a. Pros: Official method of selection. Selection process is known and used for many other boards. Legitimizes the BCC commitment/involvement in the process.
 - b. Cons: 'Top-down' approach might give appearance of favoritism. Possible perception of too much government interference. Time consuming.
2. Planning Board appointment → As above, each interested Planning Committee member submits their name to the Planning Department. These names are compiled and delivered to the Planning Board along with supporting materials. The Planning Board votes and appoints members to each area's Planning Committee. Again, the Planning Board's selection could be based on recommendations from the initial participants in Community Planning Committees.
 - a. Pros: Results easy to verify. Each planning area has a say in formation of other Planning Committees. "Flattens" the selection process, i.e. Darby Planning Board representative has a vote on the members of the Florence Planning Committee.
 - b. Cons: Time consuming. May be considered "top-down" by community members. Planning Board selections may not be agreeable to the Board of County Commissioners.
3. Community appointment → The people of each planning area select and elect Planning Committee members.
 - a. Pros: Ground-up selection process. Voting process allows each person to have a say. Grass-roots democratic method of selection.
 - b. Cons: Results difficult to verify. A fair voting process could be difficult to implement and too expensive to support. Concern about potential for one or two influential groups to affect the process disproportionately. Selected members may not be agreeable to Planning Board and/or Board of County Commissioners.
4. Self selection → Those who show up at meetings and commit to the process will be on the committee. No County department, board, or commission nor any community members would have any say in who is on the board under this option.
 - a. Pros: Every single person wishing to be on the CPC could.

- b. Cons: Difficult to get consistent products. Lack of clearly defined leadership/accountability. Unlikely to be able to have a limited number of Core Committee members. Selected members may not be agreeable to Planning Board and/or Board of County Commissioners.
5. Hybrid → Citizens within each planning area, using the defined criteria in Section 3.2.7, select a Core Community Planning Committee. All attempts should be made by members within that community to select individuals who represent a broad-based constituencies and interests. The County will recognize the group chosen by the community at-large as the core Planning Committee. The core group shall nominate alternative members should a core member be removed.

Note: If it becomes evident to the Planning Department, Planning Board, or the Board of County Commissioners that group dynamics are unhealthy, specific interests are too heavily represented, or if petitioned by 1005 citizens at large, the Planning Board may remove one or more Committee Members. The vacancy shall be filled by an alternate selected by the Planning Board

- a. Pros: Similar as Option 3 “Community Appointment”. No top down interference unless and until group dynamics negatively alter. Could prevent interest lopsidedness.
 - b. Cons: Evidence of group degeneration possibly perceived as arbitrary.

3.2.7 Criteria for Committee members

- A dedication to the process, not the outcome
- Commitment to objectivity
- Reliability
- Some level of group facilitation skills
- Dependable
- Accountable

3.2.8 Community Planning Committee Roles During Phase 1 Project

A truly comprehensive set of zoning regulations can only result from a truly comprehensive visioning and data gathering process. Recognizing the limited time in which the County has to contemplate comprehensive zoning is one important consideration with respect to the process. There may not be a sufficient amount of time to conduct typical visioning-oriented meetings and exercises. For this reason, the Planning Department has outlined a suggested role for Community Planning Committees in the Phase 1 zoning process that will, in keeping with the principles for public involvement (Section 1.2.6 of this document), increase efficiency, provide a deliberate Committee process, and demonstrate flexibility.

1. Initial Community Planning Committee Role (Spring to early Summer). This section describes the anticipated role of the Community Planning Committee in the early start up phases of the project as this project is first introduced to communities and the initial components of the project (public involvement plan, draft regulations, land capability and

suitability analysis) are developed. Towards the end of this time period a core group will be established for each area in preparation of the involvement of the CPCs in development of local zoning maps. The following objectives should be achieved during the initial Community Planning Committee formation:

- a. Initial recruitment of committee members, orientation to the project, develop local work plan
- b. Develop a plan for informing planning area residents of the project and strategies for involving a broad cross section of the planning area residents and property owners in the countywide zoning project and particularly for their planning area activities. (As an example, an area might want to hold work sessions for members who can commit a significant amount of time and then periodically hold a public forum to update the community in general – or even to share their work with neighboring planning areas.)
- c. Learn about key project components and provide feedback.
 - i. Draft public involvement plan (will be available [REDACTED])
 - (a.) Review and provide comment on the plan, with specific attention paid to [REDACTED]
 - (b.) Sideboards for review and comment: [REDACTED]
 - ii. Draft zoning regulations (will be available [REDACTED])
 - (a.) Staff will present an overview of the regulations at a public meeting, followed by an in depth workshop for those interested in understanding and commenting on the regulations
 - (b.) Review and provide comment on the draft regulations
 - (c.) Sideboards for review and comment: [REDACTED]
 - iii. Draft land capability and suitability study will include data analysis and mapping of existing conditions and trends and appropriate
 - (a.) Initial base maps are planned to be available [REDACTED].
 - (b.) More detailed analyses are planned to be available [REDACTED]. Community Planning Committees will provide input on how to present the data to the public and solicit public comment.
 - (c.) Sideboards for review and comment: [REDACTED]
- d. Identify common values for residents and property owners of a planning area using the Growth Policy and local goals and policies from the Growth Policy Tools Document as a starting point. Address key issues such as (but not limited to):
 - i. Community involvement
 - ii. Transportation
 - iii. Parks, recreational facilities, open lands
 - iv. Educational facilities
 - v. Emergency services and facilities
 - vi. Agriculture and forestry
 - vii. Economic development and commercial/industrial lands
 - viii. Residential housing needs and affordable housing in particular
 - ix. Natural environment
 - (a.) Surface and ground water
 - (b.) Wildlife
 - (c.) Forest lands
 - (d.) Wetlands
 - (e.) Other natural amenities

Note: This part of the process will likely rely on obtaining data and maps. Staff strongly recommends that all groups use maps and information available from the Planning Department to ensure some consistency among data sets and the quality of data used by communities. Staff will work out a way to provide sets of base maps to each community and adequate assistance for CPC's to be able to understand and utilize the maps.

2. Community Planning Committee Role in developing zoning maps (Summer to Late Fall/Winter):
 - a. During the summer (once the land capability and suitability analysis is complete), core groups will help assist the Planning Staff, Planning Board and BCC in determining how best to develop zoning maps for each planning area. Outside assistance with this project will likely come from the University of Montana's Public Policy and Research Institute. This will likely involve a series of meetings to test out different processes, practice facilitation skills and come up with a base methodology that can be used in each planning area while still allowing for some flexibility to allow for each planning area to fit it to meet their needs.
 - b. During fall, the CPC (core group and satellite members) will test the methodology for developing a zoning map for one planning area. Representatives from each CPC will be asked to attend and help evaluate the methodology.
 - c. CPC core group members will work with Planning Board, Planning Staff and the Board of County Commissioners to evaluate the first mapping session and make any necessary changes to the methodology.
 - d. During late fall to winter CPCs will utilize the agreed upon methodology to help develop zoning maps in each of the planning areas. This process will likely require multiple meetings to develop maps, get them produced, review and revise, produce new maps, etc.
 - e. During the winter, CPCs will present their final maps to the Planning Board and Planning Department. Preparation will then begin to finalize the countywide draft map for the formal public process.
3. Planning Committee Role in finalizing the countywide zoning proposal (Winter to Spring 2008) *need to add more here!*
 - a. Help with preparations of final draft map/regulations
 - b. Participate in public hearings and help with assessing comments and making revisions resulting from public hearing process

3.2.9. Relationship between CPCs and Planning Board, Planning Staff and Board of County Commissioners

The intent of this section is to describe how the CPCs will relate to and interact with the Planning Board, Planning Staff and Board of County Commissioners. This section should provide CPCs with a reasonable expectation of the assistance they will get from staff and Planning Board members. As the project progresses, there may be additional support requested and this section helps identify how to process those requests and accommodate additional support given the fiscal and human resource limitations of the County.

3.2.9.1. Requests for Information

From time to time, information will be needed to assist in the preparation of maps and spur thinking that is not initially made available to CPC's. Some information may be available online (see below) or in the Planning Department. Other information, however, may not be as readily available. Each CPC reserves the right to request information as necessary, but must understand that it may take time for the Planning Department to respond, or the information may simply not be available. When making requests for information from the Planning Department, CPC's are advised to do the following:

1. Fill out "Request for Information" sheet in the CPC Reference Manual. Ensure that sheet is filled out correctly, fully, and in detail
2. Send request electronically, via mail, or hand deliver to Planning Department

Staff will evaluate each request on its own merit and attempt to provide the best available information, if it exists. If the information requested by one CPC could be valuable to other CPC's, staff will make it available to them.

3.2.9.2. Data

The following data will initially be made available for Phase 1 countywide zoning:

- Map(s) of existing conditions, including:
 - Floodplain
 - Streams, rivers, lakes
 - Road and railway networks
 - State, Federal, and private lands
 - Existing Voluntary Zoning Districts (Including textual provisions? Electronically?)
 - Conservation Easements (Including textual provisions, electronically?)
 - Parcel boundaries
 - Irrigation facilities
 - Existing structures
 - Existing wells
 - School district boundaries (Planning Areas)
 - Incorporated municipalities boundary
 - Victor landfill plume
 - Existing land uses (based on tax data)
- Draft zoning regulations
- Public Involvement Plan
- Land capability and suitability analysis data, when completed
- CPC reference manual
- Subdivision and subdivision exemption training
- County and state demographics
- Growth policy and GP 'tools' document

The following data will be made available for Phase 2 countywide zoning:

- All data made available during phase 1
- Updated land capability/ suitability analysis data
- **What else..?**

3.2.9.3. Internet Resources

The following internet links may also provide useful information:

- Ravalli County Planning Department: <http://www.ravalliacounty.mt.gov/planning/>
- Natural Resources Conservation Service, Web Soil Survey: <http://websoilsurvey.nrcs.usda.gov/app/>
- Montana Fish Wildlife and Parks: <http://fwp.mt.gov/default.html>
- Fish Wildlife and Parks Montana Fisheries Information System <http://maps2.nris.mt.gov/scripts/esrimap.dll?name=MFISH&Cmd=INST>
- Natural Resource Information System (NRIS): <http://nris.state.mt.us/>
 - Aerial Photos: http://nris.state.mt.us/nsdi/orthophotos/naip_2005.asp
 - Water Information: <http://nris.state.mt.us/wi.asp>
 - Geographic Information Clearinghouse: <http://nris.state.mt.us/gis/>
- Montana Natural Heritage Program (MNHP): <http://nhp.nris.mt.gov/>
- Montana Cadastral Mapping: <http://gis.mt.gov/>
- Montana Department of Environmental Quality (MDEQ): <http://www.deq.state.mt.us/>
- Department of Natural Resources and Conservation (DNRC): <http://dnrc.mt.gov/>
 - Water Rights Query: <http://nris.mt.gov/dnrc/waterrights/default.aspx>
 - Conservation District Bureau: <http://dnrc.mt.gov/cardd/consdist/default.asp>
- Administrative Rules of Montana (ARM): <http://arm.sos.state.mt.us/>
- Montana Code Annotated (MCA): http://leg.mt.gov/css/mtcode_const/laws.asp
- Census and Economic Information Center (CEIC): <http://ceic.mt.gov/index.asp>
- U.S. Census Bureau: <http://www.census.gov>
- American Planning Association: <http://www.planning.org>
- **Others?**

(Add more here to try and set reasonable expectations as to what kinds of direction, support and interaction CPCs will have from PB, PD and BCC.....)

DRAFT

3.3 Disseminate Information

Below are a number of possible ways to disseminate information to the public. No method is perfect or will work in all cases. Evaluating the target audience and the goals of the participation process will help planners choose the best combination of methods to publicize information. Methods used should be based on the scope, scale, timeframe, resources available, and advice of interested citizens from the affected communities.

3.3.1 NEWSPAPER ADVERTISEMENT

- Advantages:** A 'low technology' option for citizens who may not have access to online sources. Is generally widely distributed and a place citizens traditionally look for information regarding public processes.
- Disadvantages:** Effectiveness will depend on readership and distribution. May be expensive to place ad. Information will have a limited number of printings to be read by public.

3.3.2 NEWSPAPER ARTICLE

- Advantages:** A 'low technology' option for citizens who may not have access to online sources. Is generally widely distributed and a place citizens traditionally look for information regarding public processes. A free method of disseminating information.
- Disadvantages:** Effectiveness will depend on readership and distribution. Information will only have one printing to be read by public.

3.3.4 RADIO/TELEVISION

See sample press release.

- Advantages:** A 'low technology' option for citizens who may not have access to online sources. Will reach a large audience, depending on time of broadcast and popularity of station. Announcements can be focused to a more specific audience. Stations may broadcast announcements for free as a public service.
- Disadvantages:** Will be expensive if time has to be paid for. Free 'public service' broadcasts will likely be made during a low listening/viewing period. Is a one time announcement.

3.3.5 NEWSLETTERS

- Advantages:** Can be distributed electronically and/or by mail to reach a pre-identified interested group of public on a regular basis. Can include major events as well as more everyday happenings. Is most effective when distributed on a regular basis.

Disadvantages: Can be expensive to print and mail. Larger newsletters, with pictures and articles by multiple authors, can take significant staff time to compile and edit.

3.3.6 WEBSITES/BLOGS, ETC.

Advantages: Can be updated as often as there is new news. Dissemination is immediate. Can serve to answer common questions, such as meeting times or deadlines, freeing up the time of planners. Can be used to host an online forum for the public to discuss issues amongst themselves.

Disadvantages: Will only be available to public with knowledge and access to the internet. Website address and content of the site must be widely published and provided to the target audience. Must be kept up-to-date, otherwise people will stop using the resource.

3.3.7 E-MAIL

Advantages: An easy way to communicate with and track public comments. Dissemination is immediate.

Disadvantages: Will only be available to public with knowledge of and access to the internet.

3.3.8 PRINT MAIL

Advantages: A more traditional, “official” way to disseminate information. Is a ‘low technology’ option for citizens who may not have access to online sources. Can be used to reach a specific audience whose contact information is already available to the planner.

Disadvantages: Can be expensive and time consuming to print and mail.

3.3.9 INFORMAL NETWORKS

Informal networks are important means by which citizens share information and form conclusions about issues in their community. Informal networks typically have no hierarchy or formal structure; they are often simple gatherings of individuals who share common interests – for example, a group of cattle ranchers who meet each week for coffee.

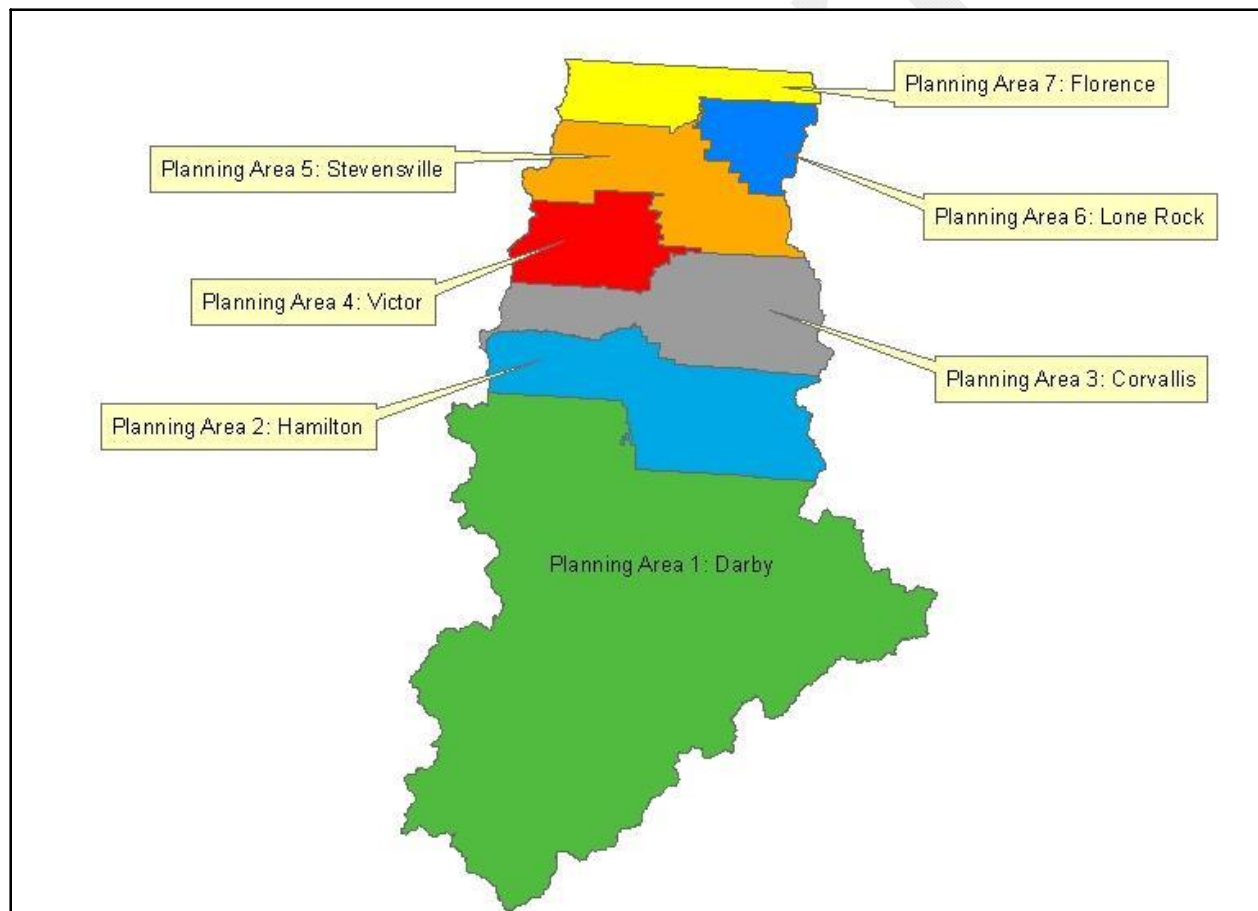
Advantages: People may feel more at ease to express opinions and share information. Can be used to develop workable alternatives and build grassroots support for the project

Disadvantages: It can be difficult to identify and reach informal networks, and can be time-consuming in the early stages of public involvement.

Section 4. Planning Areas

Each Community Planning Committee will be in charge of activities in their respective planning area. School district boundaries shall be construed to form the planning area. See Map 1. The planning areas are:

- Darby
- Hamilton
- Corvallis
- Victor
- Stevensville
- Lone Rock
- Florence



Map 1. Ravalli County Planning Areas
Source: Ravalli County GIS Department

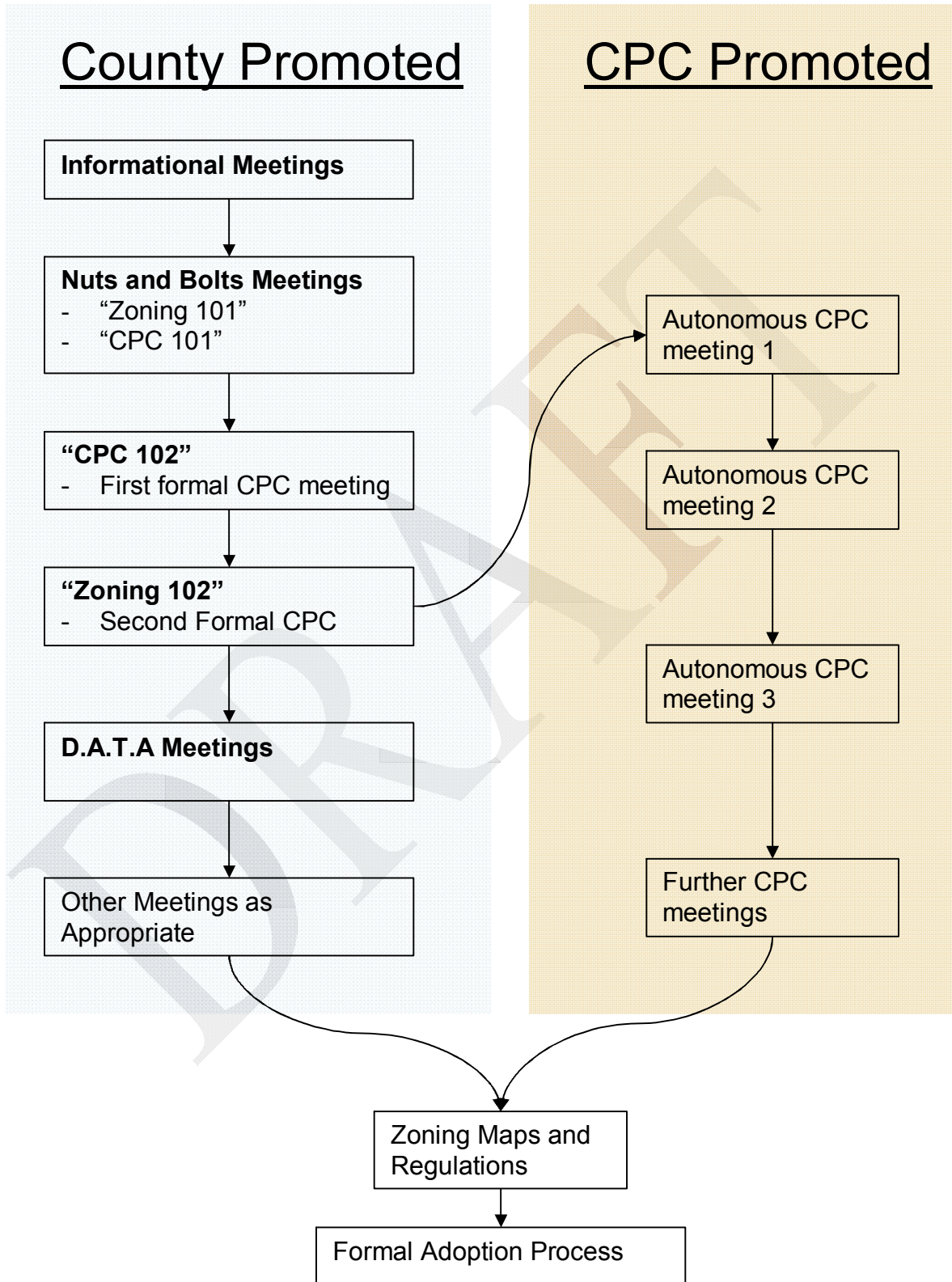
Section 5. Details of Public Involvement Meetings

To initiate a comprehensive zoning program for Ravalli County, the citizenry must be informed of the actions proposed by their governing body. To accomplish this task, the Planning Department and Planning Board will host a series of valley-wide meetings. Five rounds of meetings are proposed:

- Round 1: “Informational” meetings
- Round 2: “Nuts and Bolts” meetings
- Round 3: “CPC 102” meetings
- Round 4: “Zoning 102” meetings
- Round 5: “D.A.T.A” meetings

The initial two rounds of meetings will be followed by workshop sessions for CPC’s who will be involved in testing ideas for how to develop zoning maps once the zoning regulations and the land suitability analysis are completed. This will then be followed by rounds of public meetings in each planning area that are focused on developing the countywide zoning map. It is assumed that as maps are developed they will need to be reviewed and revised at the community level until they are ready for formal consideration by the Planning Board and the Board of County Commissioners. Once the final drafts of the zoning map, zoning regulations and any other documents needing adoption are completed, the formal public hearing and adoption process will commence. Each of the above-described meetings will be given a trial run with the Planning Board before being taken into the community to assess effectiveness and ensure a high level of quality.

Countywide Zoning Meeting Flowchart



5.1 Preparation for Countywide Zoning

Each of the below-described agendas and formats are draft and subject to modification.

5.1.1 First round of meetings: Informational (General overview)

Planning staff proposes three informational meetings, which are open to all interested citizens and organizations. The meetings were held in the last week of February and the first two weeks of March.

Purpose: Provide basic zoning information and solicit feedback on it.

Goals: Educate the citizenry to the best extent possible so they are prepared for further action. Attendees should understand the general outline for the zoning process, when they will be able to submit information, how it can be submitted, how it will be used.

Format: One 2 hour meeting on Wednesday nights in the Florence, Darby, and Hamilton Planning Area. “Unilateral” presentation from a combination of staff, PB, and key community leaders. Leave time at the end to answer questions and have short discussion. Place emphasis on second round of upcoming meetings.

Agenda: The informational meetings shall:

1. Explain why we are doing the Countywide Zoning Project and what we hope to accomplish
 - a. Describe the relationship between permanent zoning and the interim zoning
 - b. Describe the relationship between permanent zoning and the Ravalli County Growth Policy
2. Provide a baseline report on the project to date
 - a. What has been accomplished
 - b. What is being done
 - c. What is proposed
 - d. Explain the Planning Department’s zoning work plan and timeline
3. Briefly explain the Public Involvement Plan (PIP)
4. Provide an overview about zoning including what state law requires county zoning regulations to address
5. Describe the different proposed Planning Areas
6. Describe the proposal to create Community Planning Committees (CPC) and what their role would be
7. Ask for feedback regarding scope and approach for countywide zoning project

Tools:

The PowerPoint presentation, entitled “Zoning Informational Meeting” should be used to aid presenters at these meetings.

Materials needed:

- Computer
- Projector
- Easel
- Sample zoning maps (Lake + Ada Counties)
- Copies of applicable documents

- Poster paper and pens
- Proper staffing
- Power cords

Roles and Responsibilities:

Presentations: John Lavey → Zoning Informational Meeting PowerPoint
 Facilitators: Allen Bjergo (Florence) and Kit Sutherland (Darby and Hamilton)
 Advertising: Planning Contact email, flyers, word-of-mouth
 Logistics: Schedule venues, get the word out.
 Documentation of Meeting Results: Use Public Comment Tracker
 Follow-up work, if necessary: Debrief with facilitator, amend meeting as appropriate

Informational Meeting schedule:

- 1st Informational meeting: Wednesday, March 7, 2007 Florence Gym 7:00pm
- 2nd Informational meeting: Wednesday, March 14, 2007 Darby Clubhouse 7:00pm
- 3rd Informational meeting: Wednesday, March 21, 2007 Hamilton (First Interstate Bldg) 7:00pm

5.1.2 Second round of meetings: “Nuts and Bolts” (General overview)

When the informational meetings conclude, a second round of meetings should initiate with a focus on the “nuts and bolts” of zoning and CPC’s.

Purpose: At these meetings, our purpose should be to facilitate the formation of CPC’s, begin detailed discussions about zoning as a growth management tool, gather input from citizens regarding what zoning should and should not regulate and under what assumptions we should all be operating.

Goals: Identify those interested in participating in Community Planning Committees, make clear the difference between phase one zoning (density, use, setbacks, height), and phase two zoning (more detailed regulation – cell towers, gravel pits, sexually oriented businesses, for example). Clarify in detail the formal meeting process from this point forward. Gather initial impressions, thoughts, ideas, from citizenry regarding zoning and CPC’s. Attendees will receive a copy of the draft zoning regulations. CPC members should, in consultation with the PD, establish a date and time for their next meeting (“CPC 102”). It is suggested, however, that a sufficient amount of time lapse between the Nuts and Bolts meeting and the CPC 102 meeting so that advertising and outreach can occur.

Format: Evening meetings. More of a “bilateral” process – presenter driven introduction (Powerpoint?) with subsequent shift to small group discussion.

Agenda: The “Nuts-and-bolts” meetings shall:

1. Present the agenda and provide a brief overview of the meeting
2. Recap Informational meetings and review where we are at in the overall process
3. Establish ground rules for this meeting

4. Provide a “zoning 101” discussion, including:
 - a. Background on zoning
 - i. A brief history of zoning
 - ii. Why zoning is used to implement land use policy
 - iii. Criticisms of zoning
 - iv. Overview of the relevant law (specific focus on takings?)
 - b. Basic components of zoning → using draft regulations as launching point
 - i. Zoning resolution/regulations
 1. Authority
 2. Definitions
 3. General provisions
 4. Zoning Districts
 5. Non-conforming lots, uses, and structures
 6. Planned Unit Developments (PUD)
 7. Administration and enforcement
 - ii. Zoning Map
 1. Basic components of map
 2. Typical considerations in the preparation of a zoning map
 - iii. Amendments to the regulations and map
 - c. Relationship between zoning and other land use regulations and policies
 - i. Growth Policy
 - ii. Voluntary Zoning Districts
5. Provide a “CPC 101” discussion, including:
 - a. Why the County is proposing CPC’s
 - b. The role of CPC’s
 - i. Listen to and report on the community’s views, interests, and values
 - ii. Gather necessary facts, information, and opinions
 - iii. Offer long-term vision for how their planning area should develop
 - iv. Help facilitate meetings
 - v. Submit well considered and timely responses to the PD
 - vi. Carry out their work effectively and efficiently
 - vii. Inform themselves and others about planning processes
 - viii. Disseminate information to their community
 - ix. Respond to issues referred by planning staff, Planning Board, and Board of County Commissioners
 - x. Share information and work closely with other Planning Committees on mutual issues and/or geographical areas
 - xi. Report committee findings to the Planning Department and Planning Board
 - xii. Create and advise on preferred public outreach methods for their planning area
 - xiii. Ensure a broad representation of community members
 1. Large landowners, governmental entities, special interests, neighborhood groups, pro-growth minded groups/individuals, conservation minded groups/individuals
 - c. Critical information for CPC’s
 - i. Describe relationships between CPC and PD, PB, and BCC
 - ii. Basic contact information
 - iii. Review zoning workplan and timeline
 - d. Outline sideboards/constraints to zoning process and CPC’s

- e. Outline CPC member criteria
 - i. A dedication to the process, not the outcome
 - ii. Commitment to objectivity
 - iii. Open minded
 - iv. Knowledge of community
 - v. Being nice
 - f. Support CPC's can expect to receive
 - i. Facilitation
 - ii. Administrative support
 - iii. Technical support
 - iv. Training
 - v. Oversight
 - g. We have a CPC (or the start of one), what do we do next?
 - i. Get organized
 - ii. Coordinating with the PD, set up a meeting time for the "CPC 102" meeting [section 5.1.3]
 - iii. Attend "Zoning 102" meeting
 - iv. Develop work plan
 - v. Get feedback on workplan from PIP working group
 - vi. Start implementing workplan
6. **Allow for Question and Answer time**
7. Small group discussion (group building?)
- a. What should a CPC do for your Planning Area?

Tools:

The PowerPoint presentation, entitled "**Nuts and Bolts Meeting**" should be used to aid presenters at these meetings.

Materials needed:

- Computer
- Projector
- Easel
- Copies of applicable documents
- Poster paper and pens
- Proper staffing
- Power cords
- Digital Voice Recorder

Roles and Responsibilities:

Presentations: Karen Hughes, John Lavey

Facilitators: Allen Bjergo? Kit Sutherland? PPRI guys?

Advertising: Planning Contact email, flyers, word-of-mouth, newspaper

Logistics: Schedule venues, get the word out.

Documentation of Meeting Results: Use Public Comment Tracker

Follow-up work, if necessary: Debrief with facilitator, amend meeting as appropriate

“Nuts and Bolts” proposed schedule – May to June

- 1st N & B meeting: Florence - Tuesday, May 1, 2007 6:30 p.m.
- 2nd N & B meeting: Lone Rock - Wednesday, May 2, 2007 6:30 p.m.
- 3rd N & B meeting: Stevensville - Tuesday, May 8, 2007 6:30 p.m.
- 4th N & B meeting: Victor - Wednesday, May 9, 2007 6:30 p.m.
- 5th N & B meeting: Corvallis - Tuesday, May 15, 2007 6:30 p.m.
- 6th N & B meeting: Hamilton - Wednesday, May 16, 2007 6:30 p.m.
- 7th N & B meeting: Darby - Thursday, May 17, 2007 6:30 p.m.

5.1.3 Third round of meetings: “CPC 102” (Specific workshop)

At the conclusion of each Nuts and Bolts meeting, attendees should have (in consultation with the PD) established a date, time, and venue for when they want to hold the CPC 102 meeting. It is possible that attendees may not be comfortable setting a date, time, and venue for the CPC 102 meeting at the conclusion of the Nuts and Bolts meeting. The Planning Department will accommodate requests for the CPC 102 meeting to the best of its ability. The Public Policy Research Institute (PPRI) should attend each CPC 102 meeting to provide group facilitation skills, as well as help refine the agenda. Maps, data, and area specific information will be delivered at the “Zoning 102” meeting.

Purpose: The purpose of these meetings should be to continue in the facilitation of the formation of CPC’s, establish certain parameters for the operation of CPC’s, select proper methods for CPC’s to make decisions, engage participants in a group building exercise, identify select and begin implementing various methods of outreach, and begin the discussion about a group mission.

Goals: Give CPC’s the tools they will need to begin working together. Develop the understanding and need to include a broad-based and inclusive cross-section of the Planning Area.

Format: The individual date, time, and place should be dictated for the most part by each CPC. PPRI

Agenda: The “CPC 102” meetings shall:

1. Introductions: Self identification
2. Meeting Overview: Why are we here tonight? Overview of agenda
3. Establish Ground rules for this meeting
4. Ground Rules (See CPC reference manual)
 - a. Decision: Determine group ground rules → sign name to ground rules (Keep a record of this decision)
5. Gaining Common Ground: “Newspaper” group building
 - a. Discussion: Where do many people’s visions come together?
6. Basis for decision making

- a. Discussion: Should this group adopt one decision making style for every decision, or different decision making styles for different decisions?
 - b. Decision: Determine decision making style (keep a record of decision)
 - c. Record of decisions: what are they, why are they useful, and how they will help
- 7. Power Sharing
 - a. Why the CPC should have a core group
 - b. Discussion: who should be on our CPC “core”?
 - i. Minutes/ notes taker + alternate(s)
 - ii. Logistics (meeting locations and set up)
 - iii. Outreach
 - c. Decision: select core members
 - d. Alternative: Notify more people in our community before we make this decision?
- 8. Discussion: Outreach. How do we reach the greatest cross-section of this community?
 - a. Who needs to be here who isn’t? Will they come? How do we get to them?
 - b. How can we keep people informed who we know won’t/ can’t show up?
 - i. Who should be on this Community Planning Committee – are there people who should be involved but are not yet at the table?
 - ii. How can we get the word out about this Community Planning Committee and the countywide zoning project and work plan?
 - iii. What kinds of continued outreach efforts will be needed for this Planning Area?
 - c. Alternative: Discuss this item at our next meeting?
- 9. Mission Statement: Begin development on a group mission statement
 - a. Have each person sign their name to the statement
 - b. Consider postponing final acceptance of mission until next meeting?
- 10. Begin crafting a workplan
 - a. Development of a Public Outreach Plan for your CPC
 - b. Use “CPC Reference Manual” as a guide

Tools:

To be determined

Materials needed:

- To be determined

Roles and Responsibilities:

Presentations: TBD

Facilitators: Someone from PPRI

Advertising: Planning Contact email, flyers, word-of-mouth

Logistics: Schedule venues, get the word out.

Documentation of Meeting Results: Use Public Comment Tracker

Follow-up work, if necessary: Debrief with facilitator, amend meeting as appropriate

“CPC 102” proposed schedule

- These meetings should be determined by the individual CPC’s in coordination with the Planning Department at the conclusion of the Nuts and Bolts meetings. To start around May – June and conclude at summers end.

5.1.4 Fourth round of meetings: “Zoning 102” (Specific workshop)

When the “CPC 102” meetings conclude, a fourth round of meetings should initiate with a focus on the specifics of the draft zoning regulations.

Purpose: Develop a deeper understanding of the draft zoning regulations, how they are constructed, the necessity of each section.

Goals: Attendees will develop a deeper understanding of the draft Ravalli County zoning regulations.

Format: TBD

Agenda: The “Zoning 102” meetings shall:

1. Present the agenda and provide a brief overview of the meeting
2. Recap previous meetings and review where we are at in the overall process
3. Establish ground rules for this meeting
4. Overview of specialized zoning techniques
 - a. Overlay zones
 - b. Inclusionary zoning
 - c. Transfer of development rights
 - d. Other?
5. Relationship between zoning and other land use regulations and policies
 - a. Subdivision Regulations (Subdivisions and subdivision exemptions)
 - b. Floodplain Regulations
 - c. Adjoining jurisdictions’ regulations/policies (Hamilton, Stevensville, Darby, Pinesdale and Missoula County)
 - d. Covenants
 - e. Other?
6. Roles and responsibilities
 - a. State legislature
 - b. Board of County Commissioners (local governing body)
 - c. Planning Board
 - d. Board of Adjustment
 - e. Planning staff/Zoning officer
7. Basic components of zoning – in more detail (using our current draft)
 - a. Zoning resolution/regulations
 - i. Definitions
 - ii. General provisions
 - iii. Zoning districts
 1. Outline of proposed districts
 2. Density – density and minimum lot sizes
 3. Uses – permitted and conditional
 4. Standards – yard setbacks, heights, lot coverage

- iv. Non-conforming lots, uses and structures
 - 1. What are non-conformities?
 - 2. How are they proposed to be addressed with this zoning?
- v. Planned Unit Developments (PUDs)
 - 1. What is a PUD?
 - 2. Why should PUDs be part of the zoning regulations?
 - 3. How are they proposed to be reviewed?
- vi. Administration and enforcement – How will this stuff actually work on the ground?!?
 - 1. Permits
 - 2. Conditional use permits
 - 3. Rezoning requests
 - 4. Variances
 - 5. Fees
- b. Zoning map
- c. Amendments to the regulations and map
- 8. Now what?!?!?!
 - a. What do we do with all this information?
 - b. What if we have comments or concerns? How will they be addressed?
 - c. How can we learn more about zoning and how it works in other communities?
 - d. **More here?**

Tools:

TBD

Materials needed:

- **TBD**

Roles and Responsibilities:

Presentations: **TBD**

Facilitators: Someone from PPRI

Advertising: Planning Contact email, flyers, word-of-mouth

Logistics: Schedule venues, get the word out.

Documentation of Meeting Results: Use Public Comment Tracker

Follow-up work, if necessary: Debrief with facilitator, amend meeting as appropriate

“Zoning 102” proposed schedule

- These meetings should be determined by the individual CPC’s in coordination with the Planning Department. To start around May – June and conclude at summers end.

5.1.5 Community Planning Committee meetings

It is expected that at the conclusion of the Zoning 102 meetings, CPC’s will be equipped with the resources, knowledge, and understanding to begin meeting on their own. At this point in the process, individual choices for holding and conducting meetings will be left to the CPC. The PD and PB will do all that is possible with available resources to assist each CPC with questions, troubleshooting, etc.

5.1.6 Fifth round of meetings: Digital Assessment and Technical Analysis (D.A.T.A) Meetings

The third round of meetings will focus on data and how to evaluate the data to figure out where development occur to a greater or lesser extent.

Purpose: At these meetings, the purpose will be to continue to facilitate the formation of CPC's, look at the types of data available, consider what types of situations should limit development (e.g. existence of physical limitations, lack of infrastructure, existence of treasured resources) and in what types of situations development should be encouraged (e.g. lack of physical limitations, availability of critical infrastructure or in an area where infrastructure should be extended, limited resource value), continue detailed discussions about how the data should be used to guide development of the zoning map.

Goals: Gather feedback about the importance of different conditions (physical limitations, valued resources, availability of infrastructure, etc.) and how important different factors should be in analyzing where development is more or less suitable. Discuss how local communities can utilize this information in the creation of zoning maps.

Format: One or more rounds of half-day workshops on Saturdays, rounds of evening meetings or some combination of evening meetings and weekend workshops. More of a "bilateral" process – presenter-driven introduction with subsequent shift to small-group discussion. In addition to the maps shown in the presentation there will be a series of printed maps tailored to each planning area hung around the room.

Agenda: The land suitability "D.A.T.A." meetings shall:

1. Present the agenda
2. Recap past meetings and review where we are at in the overall process
3. Explain the role of the CPC and what they are doing(?)
4. Staff presentation about suitability of land for development
5. Discussion
 - a. What types of conditions should drive or encourage development potential of property?
 - b. What types of conditions should limit development potential of property and to what extent?
 - c. What types of conditions are highly valued? What types of development might impact these conditions? Under what circumstances should development be prohibited or strictly limited?
 - d. How can information on these conditions be used by communities to develop a zoning map?
6. Receive feedback on this approach
7. Describe outputs
8. Describe steps, key deliverables, and timelines

D.A.T.A Meetings schedule:

- To start around May - June and finish at summers end

5.2 Development of the Process for Creating Zoning Maps

Staff, Planning Board Members, Planning Committees and consulting facilitators will work together to develop suggested methods community groups can use to create zoning maps for each planning area.

Suggested options to be considered:

Start listing out ideas as they come up...

5.3 Create Zoning Maps

Using the Draft zoning regulations as a template, CPC's will begin to delineate zoning district boundaries within their Planning Area. It is recommended that each CPC refer to its visioning/mission statements and the Growth Policy for guidance. This process will be heavily influenced by the process derived in section 5.2.

5.4 Formal Public Hearing and Adoption Process

Describe formal public hearing and adoption process in detail

Formal Release of the Countywide Zoning Proposal (map, regulations, growth policy amendments, etc.)

Collection of written comments

Planning Board Public Hearing(s)

Planning Board Deliberation and Recommendation (may include amendments that require time for preparation)

Release of Planning Board's Recommended Draft

Collection of written comments

BCC Public Hearing(s)

BCC Deliberation (may include amendments that require time for preparation – may also request Planning Board to review proposed amendments in additional hearings)

BCC Adoption of Resolution of Intent to Adopt Zoning Regulations and Map

Protest Period (30 days)

BCC Adoption of Resolution to Adopt Zoning Regulations and Map

Appendix A – Zoning Workplan and Timeline

COUNTYWIDE ZONING WORKPLAN OVERVIEW

Phase 1 – Apply baseline zoning regulations countywide to address density, use, setbacks and heights. Use the subdivision review criteria as part of the basis for data analysis that will be used to apply zoning to the land because it can allow for a more streamlined subdivision review process. (See below for more details.)

Phase 2 - Develop more detailed zoning regulations and/or other planning tools, such as a Transfer of Development Rights (TDR) program, in those areas that are determined to warrant further protection and/or require more detailed development standards. Some of these areas/situations have already been identified and projects may continue at the same time as the Phase 1 effort. Other future projects may arise during Phase 1 community discussions. These can be added to the work plan after Phase 1 is complete. (See page 6 for more details.)

COUNTYWIDE ZONING PHASE 1 - WORKPLAN

APPLY BASELINE ZONING REGULATIONS COUNTYWIDE TO ADDRESS DENSITY, USE, SETBACKS AND HEIGHTS (THE LATTER THREE REQUIRED BY STATE LAW)

Note: Highlighted items indicate public involvement component.

Establish Countywide Zoning Work Plan

| Date | Event/Task | Description |
|-----------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Jan. 2007 | Presentation of Proposed Work plan | Planning Staff presents proposed plan for countywide zoning to the public, Planning Board and BCC as part of an overall work plan |
| Jan. 2007 | Adopt work plan | Planning Board, BCC and staff discusses, amends, and finalizes work plan outline; after considering public comment |

Create Public Involvement Plan

Lead Planner – John Lavey

Timeline – January 2007-to April 2007

Additional Resources – Limited use of Professional Facilitator to assist with public involvement plan (staff is researching cost estimates)

(Note: This project will overlap with the actual start of the public process because information gained in the public process can be used to develop the public involvement plan.)

| Date | Event/Task | Description |
|-------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Jan. to Feb 2007 | Develop initial ideas for public involvement plan | <p>Planning Board (committee?), Planning Staff and Community Leaders (as they are identified) will work together to identify different ways to disseminate information and obtain feedback on aspects of the countywide zoning project. Evaluate and consider public involvement tools/forums, which may include, but are not limited to:</p> <p>Public forums, surveys, workshops, guest editorials, charettes, focus groups, website updates, blogs/listservs, newsletters, newspaper inserts, newspaper advertisements, school and other community based newsletters, informal networking, use of existing social, political and fraternal organizations</p> |
| Jan. to May 2007 | Identify key Community Leaders and establish Planning Committees for each planning area | <p>For each planning area (school district), have communities identify key community leaders that will assist in the countywide zoning project as representatives, resource people and communicators. Establish Planning Committees for each planning area comprised of willing Community Leaders who will be responsible for assisting in facilitating public meetings, communicating countywide zoning information to people in their area, serve as representatives in smaller group discussions, etc.</p> |
| Mar. to Apr. 2007 | Finalize public involvement plan and revise work plan to reflect public involvement plan | <p>Community Leaders, Planning Committees, Planning Board (committee?) and Planning Department finalizes the outline of the public involvement plan that will include information regarding: tools to be used to disseminate information, key points at which information needs to be disseminated, key points at which feedback needs to be solicited, methods for soliciting feedback at each key milestone and the formal public hearing process. (Use general public outreach plan for guidance.)</p> |
| Apr. 2007 | Revise work plan to reflect public involvement plan | <p>Once the public involvement plan is reviewed and adopted in public meetings by the BCC, the overall work plan will be revised to reflect this change</p> |

Create Zoning Resolution/Regulations

Develop baseline zoning regulations for density, use, setbacks and heights (the latter three are required under state law)

Lead Planner – Karen Hughes

Timeline – Fall 2006 to May 2007

Additional Resources – Limited use of Professional Facilitator to assist with public process/meetings (staff is researching cost estimates)

| Date | Event/Task | Description |
|--------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fall to Dec. 2006 | Develop preliminary draft resolution/regulations | Land Use Subcommittee of Planning Board works on initial review |
| Jan. 2007 | Finish preliminary revisions to first draft | Planning Staff and Land Use Subcommittee finish revisions and Planning staff presents second draft that highlights sections to consider amending in a streamlined version |
| Feb. to Mar. 2007 | Review second draft zoning resolution/regulations and the Growth Policy | Planning Staff and Land Use Subcommittee streamline the regulations to focus on density, use, setbacks and height and review revised regulations in context of the Growth Policy. If needed identify potential necessary revisions to the Growth Policy |
| Jan. to May 2007 | Identify key Community Leaders and establish Planning Committees for each planning area | For each planning area (school district), have communities identify key community leaders that will assist in the countywide zoning project as representatives, resource people and communicators. Establish Planning Committees for each planning area comprised of willing Community Leaders who will be responsible for assisting in facilitating public meetings, communicating countywide zoning information to people in their area, serve as representatives in smaller group discussions, etc. |
| Feb. to April 2007 | Hold a series of public meetings (to be coordinated with the public meetings about land capability/suitability analysis) | Planning Staff and Land Use Subcommittee hold a series of public meetings throughout the valley to talk in general about zoning, the interim zoning, the plan for development of permanent zoning and request feedback specifically about what zoning should and should not do. As the basis for these meetings, utilize the growth policy and growth policy tools document for a starting point. |
| April to May 2007 | Create public review draft zoning resolution/regulations and necessary revisions to the Growth Policy | Planning Staff and Land Use Subcommittee review and revise the framework document based on public input |
| TBD | Revise public review draft | Once document is utilized to create the zoning map, additional revisions may be required. |

Develop Land Capability and Suitability Analysis

Work with interested agencies and the public to create an analysis using GIS (Geographic Information Systems) showing the relative suitability of land for development based on data that includes information related to the subdivision review criteria such as agriculture, natural environment, local services and public health and safety, and any other criteria deemed important by the public.

Lead Planner – Renee Van Hoven

Timeline – February to August 2007

Additional Resources Needed – GIS consultant (Minimum estimated cost - \$10,000)

| Date | Event/Task | Description |
|--------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Feb. to Apr. 2007 | Start research and data collection process, and develop detailed plans for the land capability and suitability analysis | Planning Staff and Planning Board committee (?) identify preliminary research needs. Staff collects needed geographic, demographic data and presents information to committee. Work with agencies to ensure accuracy of data and that it adequately represents the natural and physical environment. Planning Staff (and GIS consultant) finalize plans for the GIS model. |
| Mar. to May 2007 | Hold a series of public meetings (to be coordinated with the public meetings about zoning) | Planning Staff and Planning Board committee (?) to present collected data to the public and request feedback about how to assess resources to be preserved and criteria that should be utilized to identify areas where different types of development are suitable. |
| Apr.- June 2007 | Create draft land capability and suitability analysis | Planning Staff and consultant (?) create a GIS model that analyzes relative suitability of land for development. |
| June to July. 2007 | Present land capability and suitability analysis for quality control | Planning Staff presents the analysis and requests feedback from the planning committees in each community – is the analysis generally accurate in identifying areas suitable and not so suitable for development? |
| July to Aug. 2007 | Modify land capability and suitability analysis | Based on public comment, make modifications to the land capability and suitability analysis |

Create the Zoning Map

Apply the zoning regulations to the land capability and suitability analysis – designate zoning districts throughout the County

Lead Planner – Karen Hughes

Timeline – June to December 2007

Additional Resources – Professional Facilitator (staff is researching cost estimates)

(Note: Under this scenario we would actually start refining the public involvement in developing the zoning map before the land capability/suitability study is complete, but we would have a draft to work with.)

| Date | Event/Task | Description |
|---------------------|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| June to July 2007 | Operate trial project(s) to create zoning map | Planning Staff, Planning Board and representatives from Planning Committees (with assistance of Professional Facilitator?) test methods for applying regulatory framework to the land and how to implement countywide |
| Aug. to Sept. 2007* | Develop zoning map in one area of the County | Planning Staff, Planning Board and Planning Committees (Professional Facilitator?) facilitate applying the regulatory framework to the land capability and suitability analysis to create a zoning map for one planning area. – Evaluate process and amend as necessary |
| Sept. to Nov. 2007* | Develop zoning maps in each planning area - countywide | Planning Staff, Planning Board and Community Leaders (Professional Facilitator?) facilitate applying the zoning resolution/regulations to the land capability and suitability analysis to create a zoning map for each planning area. (Note revisions to regulations may also be warranted at this time.) |
| Oct. to Nov. 2007 | Reconsider Interim Zoning | BCC to hold public hearing(s) and consider whether or not to extend the interim zoning by adoption of a resolution |
| Oct. to Dec. 2007 | Complete the public review draft zoning map | As zoning maps are prepared by staff, review and revise with the public in each planning area. |

*Note: This part of the timeline may be adjusted depending on agricultural/forestry work timelines and how they affect community involvement from those people involved in agricultural/forestry work.

Adopt the Countywide Zoning Resolution/Regulations and Zoning Map

Formal and Legally Mandated Public Review Process

Lead Planners – Renee Van Hoven and Karen Hughes

Timeline – January to June 2008

Additional Resources – Professional Facilitator (staff is researching cost estimates)

| Date | Event/Task | Description |
|-------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Jan. to Feb. 2008 | Publish draft zoning regulations/resolution and zoning map and any Growth Policy amendments | Planning Staff, Planning Board and Planning Committees to review all documents and ensure consistency then publish documents for public review |
| Feb. to Apr. 2008 | Convene public hearings | Planning Board and BCC to hold legally advertised and mandated public hearings, either separately or jointly. |
| May 2008 | Complete Revisions | Planning Staff, Planning Board and Planning Committees to consider revisions based on public testimony and direction from the Planning Board and BCC. |
| June 2008 | Convene subsequent Planning Board public hearing | Planning Board to make a written recommendation to the BCC. |
| June 2008 | Convene subsequent BCC public hearing | BCC to adopt any necessary amendments to the Growth Policy and the countywide zoning resolution/regulations and map. |

COUNTYWIDE ZONING PHASE 2 - WORKPLAN

DEVELOP MORE DETAILED ZONING REGULATIONS IN THOSE AREAS THAT ARE DETERMINED TO WARRANT FURTHER PROTECTION AND/OR REQUIRE MORE DETAILED DEVELOPMENT STANDARDS

Some of these areas/situations have already been identified and projects may continue at the same time as the Phase 1 effort. Other future projects may arise during Phase 1 community discussions. These can be added to the work plan after Phase 1 is complete.

CURRENT EXAMPLES:

1. US HIGHWAY 93 CORRIDOR ZONING – Track UM Land Use Clinic project, which will continue concurrently with Phase 1 through the end of spring. Staff recommends the land use and density work be dealt with through the Phase 1 project.
2. WATERCOURSE SETBACKS – Several efforts are underway in the county – staff will track and work with these groups and make recommendations to the Planning Board and Commissioners as needed. We anticipate this work will occur concurrently with Phase 1 this winter and early spring
3. OLD CORVALLIS ROAD AREA 3 PLAN – Funds have been allocated to implement the Neighborhood Plan. The County is currently evaluating whether to continue with establishing permanent zoning at this time. Staff recommends the baseline zoning be addressed as part of the Phase 1 project and any additional standards/regulations are to be developed as part of a subsequent Phase 2 project.
4. CORVALLIS NEIGHBORHOOD PLAN AND ZONING – This project will follow the Phase 1 project and if additional neighborhood planning and/or development regulations are desired, follow-up work will be completed in Phase 2.